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**Notice of Withdrawal of a Claim**

**STEP 1** Click on the **Bankruptcy** hyperlink from the **Main Menu** then click on **Notices**.



**STEP 2** The **Case Number** screen displays.

A screenshot of the "Case Number" screen. It has a title bar that says "Case Number". Below the title bar is a text input field containing the number "04-20060". At the bottom of the screen are two buttons: "Next" and "Clear". A mouse cursor is hovering over the "Next" button.

- ◆ Enter a **Case Number** and click on the **Next** button.

**STEP 3** The **Select the Type of Notice** screen displays.

A screenshot of the "Select the Type of Notice" screen. It features a list box with the following options: "Default", "Meeting of Creditors Continued/Rescheduled (Ch. 7/11)", "Motion/Application", "Notice (Generic)", "Notice to Take Deposition", "Possible Exemptions", "Substituting Attorney", and "Withdrawing Claim". The "Withdrawing Claim" option is highlighted. Below the list box are "Next" and "Clear" buttons. A mouse cursor is pointing at the "Next" button.

- ◆ Scroll through the list of options and highlight **Withdrawing Document**.
- ◆ Click on the **Next** button.

**STEP 4** The **Joint filing with other attorney(s)** screen is displayed. Click on the **Next** button if this is not a joint filing with another attorney.

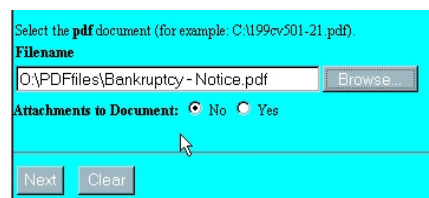
A screenshot of the "Joint filing with other attorney(s)" screen. It has a title bar that says "Joint filing with other attorney(s)". Below the title bar is a checkbox that is currently unchecked. At the bottom of the screen are "Next" and "Clear" buttons. A mouse cursor is hovering over the "Next" button.

**STEP 5** The **Select the Party:** screen displays.



- ◆ Click on the party's name
- ◆ Click on the **Next** button.

**STEP 6** The **Select the pdf document** screen displays.



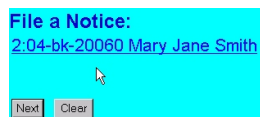
- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ Click on the **Next** button.

**STEP 7** An **Information** screen displays.



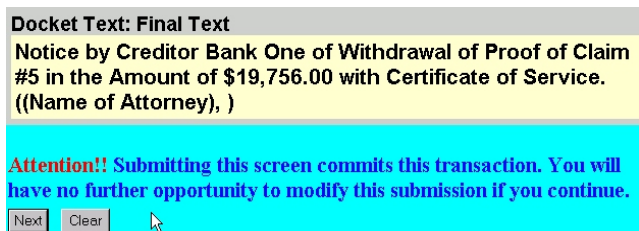
- ◆ Enter the filed Claim Number
- ◆ Enter the amount of the filed claim, including commas and periods (do not enter a dollar sign; the sequence of numbers and symbols will display a “\$” sign in the live database).
- ◆ Enter ‘y’ or ‘n’ in the text box to indicate if a certificate of service is attached to the notice.
- ◆ Click on the **Next** button

**STEP 8** A **Verification** screen displays. Verify the accuracy of the case name and case number.



- ◆ Click on the **Next** button.

**STEP 9** The **Docket Text: Final Text** screen displays.



- ◆ Verify the **Final Docket** text. If correct, click **Next**.
- ◆ If the **Final Docket** text is incorrect, you must click on your Browser's **Back** button to correct your entries.
- ◆ Click on the **Next** button.

**STEP 10** The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

